

APPENDIX "I"

Coding of Bonuses and Lump-Sum Payments
2/27/85

Starting with 1985 settlements, those with lump-sum or bonus payments will be handled by coding Columns 28, 66, and 67 on the BA card.

If a bonus plan or lump-sum payment is indicated in the contract, then BA Col=28 should be coded as "1". Otherwise, the field should be left blank, as is current practice.

If a "1" is coded in BA Col=28, then Cols=66,67 should be coded as follows:

<u>COLUMNS</u>		<u>DESCRIPTION</u>
<u>66</u>	<u>67</u>	
1	-	A bonus exists but details are not available or analyst needs help.
1	1	Specified amount negotiated.
		Non-specified amount:
2	-	formula based on earnings or wage rates.
2	1	formula based on hours worked.
2	2	formula based on other criteria.

NOTE: '-' indicates that column is left blank.

Coding of Lump sum/Profit Sharing Provision
(Revised Instructions, 1/14/92)

Starting with 1985 settlements, those with lump sum/bonus/profit sharing payment provisions will be handled by coding columns 28, 66-67 on the BA card of the Wage Input form. In subsequent years, coding requirements were established for the Construction and Package coding forms.

Beginning with 1992 settlements, the coding scheme is being simplified for the Wage and Package coding forms, and the requirement for lump sum coding on the Construction Package Form is being dropped.

The following table reflects the new coding requirements.

NOTE: If the settlement requires that a compensation (package) form be prepared, coding on the Wage Form, the Package Form, and the Package Entry Program must be consistent. A double dash '--' in the column means that it is left blank. NC = Non-contingent lump sum; CL = Contingent lump sum.

Wage Form, BA card Columns			Package Form and Package Entry Program	Comments:
28	66	67		
--	--	--	NC = N; CL = N	No lump sum or bonus provisions in contract
1	1	1	NC = Y; CL = N	Non-contingent lump sum provision exists (payment is guaranteed, though amount may be specified or unspecified) Examples: SPECIFIED--\$3000 payment SPECIFIED--3% of future payroll earnings
1	2	2	NC = N; CL = Y	Contingent lump sum provision exists (payment is not guaranteed; payment and usually the amount depend upon some future conditions being met, other than those relating to the employer-employee relationship)
1	1	2	NC = Y; CL = Y	Both Non-contingent and Contingent lump sum provisions exist.

NOTES:

1. When the amount is guaranteed and specified, but cannot be evaluated at the time of the settlement, e.g., \$500 to those who join a 401K plan, code 122, because receiving the payment is contingent upon joining a 401K plan.

2. Lump-sum payments made in lieu of a merit increase, for example, when those at the top of their pay range receive a merit lump-sum payment while those below the top receive a merit salary increase: Treat the same as merit raise--not counted at all.